



**STATE OF TENNESSEE
DEPARTMENT OF HUMAN SERVICES**

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PHIL BREDESEN
Governor

VIRGINIA T. LODGE
Commissioner

April 22, 2009

Dear Child Care Provider:

The Department of Human Services (DHS) has received funding for the Child Care Development Fund (CCDF) through the American Recovery and Reinvestment Act (ARRA). We are pleased to notify you that these federal dollars will be used for a Child Care Scholarship Program for low-income working families who are not eligible for existing child care assistance categories such as Families First and Transitional Child Care.

As a Family Day Care Home, you will be able to request a scholarship for **one (1)** child. If more than one family at your home would qualify and would like to participate, the scholarship should be designated for the family with the lowest income. Once a child is approved, he/she cannot be displaced by a newly-enrolled child whose family has a lower income.

Depending on the number of providers that participate in the scholarship program, additional scholarships may be available in the future. For this reason, we ask that you keep a waiting list of eligible families that could be accessed quickly and forwarded to DHS for processing.

There are several important documents attached to this letter. **All** providers that wish to take part in the scholarship program must fill out these two documents:

- 1) Provider application form,** and
- 2) Child information form.**

If you are **not** currently accepting children for the Child Care Certificate Program, you **also** must complete:

- 3) Provider agreement form,**
- 4) Substitute W-9 form** (for tax purposes), and
- 5) ACH Automated Clearinghouse form** (so that payments may be deposited directly to your bank account).

In addition, providers who do not already accept children for the Child Care Certificate program must:

- Enclose a copy of their provider rates, and
- Sign up to enter attendance for scholarship children online (see provider application form).

If you do not wish to participate in the program, please check “no” on the provider application form and return to the address listed on the form so that we may serve as many children as possible.

As you know, many working families struggle to make ends meet, and the cost of child care can be prohibitive. The following eligibility guidelines have been established for the Child Care Scholarship Program:

- Scholarships **may not** be provided to children currently eligible through the existing certificate program eligibility categories (such as Families First, Transitional Child Care, etc).
- To be eligible, a family’s gross income may not exceed the following monthly limits:

2 person household	3 person household	4 person household	5 person household	6 person household
\$2,897/mo	\$3,579/mo	\$4,260/mo	\$4,942/mo	\$5,623/mo

- Child’s parent(s)/caretaker(s) **must** each be working at least 30 hours per week.
- Parent(s)/caretaker(s) and child must be a U.S. Citizen or qualified alien
- Eligibility will be established for 6 month intervals; you (provider) will send in documentation of income to re-determine eligibility after 6 months.
- Eligibility will begin the Monday following receipt of required paperwork and documentation.
- Providers will receive a certificate indicating child’s approval for scholarship and parent co-pay information.

See the attached provider agreement form for additional information.

The funding the State has received is limited, and eligible children will be served with scholarship dollars until September 30, 2010, or until funding is exhausted, whichever is sooner. You will be given a minimum 30-day advance notice prior to the end of the scholarship program.

If you have questions about the program, email us at:
CC_Scholarship_Info.DHS@tn.gov.

Updates and additional information may be found at:
<http://tn.gov/humanserv/>

Thank you for the important role you play in the lives of children and families. We hope that you will take advantage of this opportunity to help working Tennesseans.

Virginia T. Lodge
Commissioner

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